

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 13th December 2021 at 7:00pm

PRESENT: Cllr C Beglan (CB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr J Thomas (JT)

IN ATTENDANCE: Cllr Paul Marshall (WSCC).

ALSO: Clerk to the Council, Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: SB

The Chairman opened the meeting at 19:00 hours.

27.34. To Consider accepting Apologies for Absence and Chairman's Announcements

None. The Chairman announced Apologies received and accepted from SB. BH reported that SB extended his best wishes to members for Christmas and the New Year.

The Chairman read out a letter of thanks from the Chanctonbury Leisure Centre for £2,000 donation towards its re-opening from Washington Parish Council. The monies were donated last December). The information was NOTED.

27.35. To record Declarations of Interest from members in any item to be discussed and Agree Dispensations

None declared.

27.36. To Approve and Sign the Minutes of the Parish Council Meeting on 1st November 2021

RESOLVED to **APPROVE** the minutes for the meeting on 1st November 2021 previously circulated and to duly signed by the Chairman

27.37. Public Speaking

None.

27.38. Reports from County and District Councillors

Cllr Paul Marshall (WSCC) gave a report including the following:

- **Residents' proposal for a pedestrian crossing outside Millford Grange**
Following a site meeting with residents' representatives on 26th November, various options are being investigated by West Sussex Highways officers to improve the safety

of the crossing point outside Millford Grange. These include narrowing the road and a Vehicle Activated Sign (VAS). Cllr Marshall agreed to pursue S106 funding for a permanent solution, from proposed local development.

- **Horse and pedestrian crossing proposal by East Clayton Farm, A283**

Following a site meeting in November with representatives of the South Downs National Park Authority (SDNPA) and the National Trust (NT), both parties have agreed in principle to an equestrian crossing subject to lighting which would be acceptable to the rural location and the area's local Dark Skies policies and Unlit Parish status.

- **Hampers Lane Quarry, Washington application WSCC/001/20 to extend sand extraction a further 2 years**

Cllr Marshall has written to the WSCC requesting that in considering the application for extended use, that one of the conditions is a weekly highways road sweeping undertaken by the operator

Cllr Marshall gave his best wishes to all for Christmas and the New Year before leaving the meeting.

HDC (Horsham District Council) Reports

Cllr Jim Sanson (HDC) gave his apologies for health reasons due to several Covid outbreaks amongst staff and members at HDC. He conveyed his best wishes to the Parish Council Chairman, Councillors and Clerk for Christmas and the New Year. There were no other reports.

27.39 To Report matters arising from the last meeting

None reported.

27.40. To Ratify decisions made by delegated powers since 1st November 2021 for ratification

None reported.

27.41.To Consider consultation responses to the following planning applications.

SDNP/21/05690/FUL-Frankland Arms London Road Washington RH20 4AL

Re-landscaping of existing beer garden to create new pathway, steps and retaining walls, to form a level beer garden to improve accessibility and the quality of the outdoor space.

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION** in its consultation response. Councillors had no objection to the principle of the landscaping but were mindful of recent reports of surface water flooding in Water Lane after heavy rainfall. They agreed to request that if the Planning Authority is mindful to approve the application, that particular attention is made in ensure surface water is retained in the perimeter of the site by ensuring that the boundary wall is in good condition and that the soakaway is adequate.

27.42. Planning Decisions, Appeals, Planning Compliance and other Planning issues.

27.42.1. Local Plan – new sites assessments in Storrington and Washington

The Chairman reported that Horsham District Council continues to support its proposed allocation of land at Melton Drive, Storrington, in the draft Regulation 19 Local Plan, despite strong objection from representatives of both parish councils. A meeting will be held with HDC's Head of Place Barbara Childs, in the new year and members of the Storrington & Sullington and Washington Neighbourhood Plan (SSWNP) Steering Group (SG). The meeting has been called by the SG to further review the authority's recent re-assessment of alternative sites put forward by representatives from both parish councils in September, including Luckings Yard in Washington.

A recent letter from Barbara Childs explained the constraints of the other sites, and the reasons for the officer view which recommends the land at Melton Drive in providing 70 more homes. The Steering Group will also be discussing the way forward in the review of the SSWNP. The information was NOTED.

27.42.2. HDC Planning Decision:

Parish: Washington PC

Application Number: DC/21/2285

Site: 20 Spring Gardens Washington Pulborough West Sussex RH20 3BS

Description: Erection of a two-storey side, single storey rear extension and a new front porch.

Decision: Application Permitted

Date of Decision: 02/12/2021

27.42.3. SDNPA Planning Decisions:

None reported.

27.42.4. Planning Compliance

None reported.

27.43. To Report any maintenance issues affecting Parish Council property outside the Recreation Ground and Allotment and Agree any required action.

BH proposed and it was **RESOLVED** to seek a quotation for the removal of ivy overgrowth in the bus shelter opposite Washington Cottages. To be approved or ratified under delegated powers at the next meeting. Clerk to action.

27.44. To Report the Council's current Budget position

A copy of the Council's expenditure and income to the end of November 2021 was previously circulated and it was NOTED that the Council is in a strong financial position.

27.45. To Nominate and Elect a member of the Personnel Committee

It was NOTED that the Personnel Committee membership was reduced to 3 members following the resignation of the Council's former Vice-Chairman earlier this year. AL proposed and it was seconded by the Chairman and agreed unanimously to co-opt BH to the Committee.

27.46. To Approve the dates for 2022/23 Council and Committee meetings

Members discussed the proposed meeting dates and it was **RESOLVED** to accept them with amendments as follows:

Full Council Meeting corrected from Sunday 8th May to Monday May 9th 2021

Full Council Meeting changed from Monday 6th to Monday 13th June 2022

APCM on Monday 8th May 2023 – provisional date subject to change after date is confirmed for local elections.

27.47. To Sign Bank Mandate Variation for a new Full Power signatory.

Following a discussion it was **RESOLVED** that the Council had sufficient bank signatories and that SB's mandate form is no longer required.

27.48. To Approve a tenancy application for Plot 8 on the Council's Allotment.

Following a report from the Chairman of OSRA, it was **RESOLVED** to approve the tenancy application of Mrs A. England for Plot 8 from 1st January 2022 when the current tenancy expires.

27.49. To Approve relocation of shed from Plot 8 to Plot 1

Following a report from the Chairman of OSRA, it was **RESOLVED** to approve a request by the Tenant of Plot 1 for a shed to replace two which have been removed. It was NOTED that the shed is from Plot 8, purchased from the current Tenant.

27.50. To Consider proposed change of specification for a new bus stop light in London Road

This item was deferred to the next meeting pending details of the new light from Horsham District Council and confirmation that it will meet planning requirements. The Clerk has sent a chase email.

27.51. To Review the Parish Council's grit bins and consider any further action

The Chairman reported that some of the grit in the parish bins was very old and degraded from not being used in the recent mild winters. Following a discussion it was **RESOLVED** to write to Mr Andrew Luckin and Mr Joe Payne, who top up the bins from the PC's grit supplies, if they would conduct an audit, and clean and refill those which need new grit.

27.52. To Receive a letter from the Forestry Commission on re-stocking of Longbury Hill Wood and Consider any further response

Members noted the response from the Forestry Commission (previously circulated) which confirmed that the re-stocking conditions of the felling licence for the woodland are being met satisfactorily. BH challenged the response and commented that it was clear from a visual observation of the woodland that it was not regenerating in accordance with some of the licence criteria. **RESOLVED** to take no further action at this time and to monitor progress on restocking.

27.53. To Consider an invitation to join a liaison group for the Wiston Whole Estate Plan Review

Councillors discussed an invitation from Mr Richard Goring, director of Wiston Estate, to join a community liaison group for the discussion of the Whole Estate Plan and the future of the Rock Common Quarry. **RESOLVED** to agree that the Chairman, CB, BH and JT represent the Parish Council in the group's future meetings. Clerk to inform Mr Goring.

27.54. Washington Recreation Ground Charity

27.54.1. To Report any maintenance issues or urgent matters affecting the Recreation Ground and Agree action

Nothing further to report.

27.54.2. To Consider and Agree recommendation for management of the lime tree on the Recreation Ground.

Councillors discussed and **RESOLVED** to engage AGC (Andrew Gale Tree Consultancy) to carry out recommended maintenance quoted at £200 for the lime tree on the Recreation Ground.

27.55. To receive reports and recommendations from Committees and Working Parties

The draft minutes of meetings of the Open Spaces Committee and the Planning & Transport Committee on Monday 15th November 2021 and Finance Committee Meeting on 6th December 2021 were previously circulated and NOTED, to be adopted at the next meetings.

27.56. To Agree the Finance Committee's recommended 2022/23 Draft Budget and Precept.

Members were advised of the proposed 2022/23 budget of £45,825 by the Finance Committee on 6th December 2021. It was recommended not to increase the council tax requirement from last year due to there being an increase in the tax base and the Council's strong financial position.

Following a discussion, it was **RESOLVED** unanimously to **AGREE** the recommended budget and that the precept is set at £42,348 subject to confirmation of the final tax base figure received from HDC.

27.57. To Agree the OSRA Committee’s recommendation to the disposal of the Council’s two redundant bus shelters

Councillors considered a quotation of £4,264 from West Sussex County Council to remove the PC’s two redundant shelters on the north and southbound side of the A24. This includes £2,000 for the required high-speed lane closures. It was noted that the Parish Council’s publicity campaign to offer the shelters free of charge subject to payment of the removal costs, had been unsuccessful. Further, that the situation had been somewhat forced upon the Council by WSCC’s suspension of the bus services at both locations in 2017. It was proposed to agree the disposal but to ask WSCC to reduce the quotation in view of the closures. **RESOLVED** to **AGREE** the proposal. Clerk to action.

27.58. To Receive a report of a site meeting to the Hampers Lane Quarry on 3rd December 2021

AL’s report of the site meeting which he attended with the Chairman, CB and BH with the Director of Britaniacrest Recycling Ltd Mr Ray Foss was previously circulated. It was NOTED that work had begun on restoring the quarry into a country park and that the operator has a genuine desire to complete the scheduled landscaping by 2028. However, this was subject to external forces beyond their control. It was NOTED that although there is no condition imposed on the quarry operations to sweep the roads, an officer’s report in the original 2018 application for sand extraction (WSCC/009/18/SR) stated that vehicles leaving the site will continue to be cleaned to prevent earth and debris arising from the site being transported onto the local highway network. Mr Foss invited the Parish Council to contact fellow director Chris Foss directly with any concerns regarding this. Cllr Marshall had reported earlier in the meeting on his request that WSCC includes a condition for road sweeping when they consider the operator’s latest application to extend sand extraction another two years. It was NOTED that wheel washing was in progress during the visit and that road sweeping is being carried out on a voluntary basis.

27.59. To Approve Payments, Receipts and Quotes

27.59.1. To Approve Bank Reconciliation, Payments and Report Income.

27.The reconciled bank statement showing transactions between 30/09/21 and 25/10/21 and 29/10/21 and 22/11/21 accounting year to date statement, payments schedule with invoices were circulated before the meeting.

RESOLVED that the following payments totalling **£3,752.72** be **APPROVED**,

RESOLVE to **RATIFY** payment made to Sussex Landscaping Services Ltd for £998.40 on 4th 2021, approved under the Clerk’s delegated powers in accordance with the Council’s adopted Financial Regulations clause 5. This payment is included in the payments list above.

Councillors **RESOLVED** to **AGREE** the financial reports as follows:

Outstanding purchase orders: 0

Outstanding sales invoices: **£306.81 2022** allotment rents due in February 2022.

Income: **£30,700.92** – Community Infrastructure Levy (1st tranche for Vineyards development) paid October 2021

Reconciled Bank Balances: **£126,302.25** (25/10/21) and **£122,982.62** (22/11/21)

27.59.2. VAT

Q2 2021.22 £259.81 VAT reclaim received 15th Oct 2021

Q3 2021.22 VAT reclaim due January 2021

27.59.3. PAYE and National Insurance contributions

Q3 2021.22 due January 2021

27.60. To Report correspondence received and consider any responses.

The Correspondence Report was previously circulated and no further action requested.

27.61. Clerk’s Report

27.61.1. Governance:

The following NALC Legal Updates in November 2021 were NOTED:

- Managing Covid this winter
- Remote Meetings – approval of councillor absences
- Harassment of council staff and councillors – recent case
- Notification of future update on Legal Topic Note (LTN) 65 (Closed churchyards and disused burial grounds) and LTN 31 (Local Council general powers. To be reported at the next meeting.

27.61.2. Training:

Details of the Mulberry & Co training programme for councillors and clerks from WSALC (West Sussex Association of Local Councils) was previously circulated. No training dates were proposed.

27.62. To Receive items for the next agenda.

JT requested the matter of fly-tipping is raised, following a problem of rubbish being dumped recently on the South Downs Way. Clerk advised members to report fly-tipping on the West Sussex County Council website or directly to her, with a description of the exact location, type and amount of rubbish.

27.63. Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).

Full Council Meeting: Monday 10th January, 2021, 7:30pm

Committees: Monday 24th January 2022, from 7:00pm

Personnel Meeting: to be confirmed.

There being no further business to transact, the meeting was closed at 20:26 hrs

Signed.....

Dated.....